



**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD MEETING MINUTES**

Thursday – September 30th, 2004

1:00 pm to 4:00 pm

Hampton Inn - Helena

Board Members Present:

Carolyn DeYoung, Barb Kain, Patty Guiberson, Sylvia Murray, Cliff Johnson, Cal Boyle and Patty Norlund

Recorder: Kathy Yankoff, State JSEC Coordinator

Guests: Ingrid Childress, Raini Williams and Lorelee Robinson – DLI Workforce Services Division

I. CALL TO ORDER: Carolyn DeYoung called the meeting to order.

- A. **Introductions:** Self-introductions were made all around.
- B. **Agenda Review:** No changes to the agenda
- C. **Approval of Minutes from 04/08/04:** Minutes were approved as submitted.
- D. **Correspondence:** The only correspondence since the Spring meeting was the e-mail exchange regarding the joint meeting with MEDA. Patty Guiberson thanked everyone for the congratulatory cards upon her Masters Degree graduation and also for the condolences upon her father's recent passing.

II. REPORTS AND UPDATES:

- A. **Treasurer's Report (Sylvia Murray):** A copy of the Treasurer's Report was passed out to all members present. **Current balance** is \$11,290.67. **Revenue** since the last report (May 16, 2004) totals \$4,239.22. Revenue sources included: \$1,622 from the Silent Auction, \$887 from the Raffle, \$1,680 from CMT Training registrations, \$12 from cup sales and a small amount of CD and Savings Account interest. **Expenses** since the last report total \$2,639.87. Costs from the annual meeting include: \$200.00 to the Livingston JSEC from the attendance drawing, \$100 for entertainment, \$23.80 for Emcee gift, \$187.50 for awards, \$170 for framing of raffle prize, \$75.82 for 25% raffle proceeds cut to the Livingston JSEC. Costs from the CMT Training came to \$1,800 for catering. There was also an expenditure of \$45.50 for funeral flowers for the Bitterroot JSEC Chair who passed away unexpectedly this summer. Kathy noted a correction to the Treasurer's Report: change Judy Davis to Judie Deavers (Bitterroot JSEC) **ACTION:** The report was accepted as corrected and a signed copy was given to Kathy for the permanent file.
- B. **Division Update:** Ingrid Childress, Workforce Services Division Administrator, reported on the latest developments with the Division and legislative issues on the horizon that may impact us.
 - **Job Service Operations:** We finally know our budget allocation, so can move forward in the process of getting that out to the local Centers. Mark Bowld's retirement in May left a huge knowledge gap on the whole budgeting and staffing process, so we are somewhat learning as we go. Our core funding – Wagner Peyser (federal \$\$) and Employment Security Account (ESA – state UI funds) remain flat from last year. We are seeing decreases in program funds for Vets, Dislocated Workers and other contracts. The bottom line is down overall. Local Center Managers have been given more control over their budgets. They still have the ability to direct their discretionary spending, but it is pared down. High priority is still being placed on training and succession planning.
 - **Strategic Planning Sessions:** A few key outcomes of two recent strategic planning sessions (one session was the Commissioner and Administrators, the other was Workforce Services Division leadership) were:
 - The Department and Division will further work to align our services to business
 - The Administration needs to communicate better with both internal and external customers
 - Feedback is welcomed on how we are doing.
 - **Legislative Issues:** Funding continues to be an issue on a few different levels. The Feds still want to devolve the administration of UI to the states. At the state level, the protection of the Employment Security Account (ESA) will be the Department's #1 legislative priority this session. We have also recently learned of a resolution passed by the Montana Association of Counties (MACo) to have all workforce development programs and funding run through the local Workforce Investment Boards (WIBs). This could impact not only Wagner-Peyser funding, but also Adult Education, Vocational Rehabilitation, TANF and Carl Perkins (Higher Education) programs. A bill request has been submitted by Senator Vicki Cocchiarella of Missoula. This development is a reflection of the deteriorated relationship between the Department and the local WIBs administrative entity. A Department position statement will be drafted

regarding this legislation. Also, as is common practice with a new administration in the Governor's office and a new Commissioner of Labor, the Department will be establishing a transition plan.

- **Research & Analysis Outreach:** In an effort to better respond to business needs regarding Labor Market Information (LMI), the Research & Analysis Bureau will be conducting assessments through a regional approach. They will be teaming with staff from the local Job Service offices for this business outreach and will also be providing training to local office staff to raise their knowledge of LMI products and services.

Questions for Ingrid:

Q: What's the motivation behind this new legislation? **A:** Don't know, but suspect, a desire for control and resentment of the State's (Department's) oversight role.

Q: Are all the affected agencies going to do a joint effort? **A:** Things are pretty premature right now, but as state agencies we try to be consistent and mutually supportive.

Q: What role do you see for JSEC in this? **A:** Conversations with legislators and County Commissioners.

Q: Will the Department take a position? **A:** Yes and a script of talking points will be developed.

Q: Have all staff cuts been made? **A:** Pretty much. The goal is to absorb as much as possible with attrition and retirements. There remains uncertainty about Reemployment Services funding.

- C. **Jobs for Montana's Graduates (Lorelee Robinson):** Last year MSEC provided \$600 to help JMG students attend the Jobs for America's Graduates (JAG) National Leadership Conference in Washington DC. Each student received \$100 towards clothing and \$50 spending money while in DC. As in the past, JMG will select four students to attend JAG's national leadership event December 8-12, 2004. Also, the principal from the Billings Career Center has been nominated to receive a National Educational Award for his support and commitment to JMG. JMG would appreciate whatever support the MSEC can provide these students to assist with clothing and spending for the conference.

- Other things going on in JMG include the following:
 - ✓ JMG is planning the annual student Leadership Conference that will be held in Helena at the Red Lion Colonial Inn on October 27th. This year, at the awards luncheon JMG will recognize Governor Judy Martz and Commissioner Keating for their support of the program.
 - ✓ New Schools Offering JMG this year include: Cascade, Bridger
Laurel will start next semester and Whitehall will start next year
 - ✓ Schools that no longer offer JMG: Ronan, Frazer

This year we will have 40 in-school programs and 2 out-of-school programs

- **Board Membership:**
JMG's Board of Directors has one vacancy. Lanny White from Townsend Lumber retired. Someone is needed to fill this vacancy. Recommendations can be sent to Lorelee.
- **Future Funding:**
JMG's budget is the same as last year. We have our challenges ahead of us as we begin working with the 2005 legislature. Last legislative session JMG's base budget was split between General Fund and ESA. The Department will present a budget amendment to request 100% of JMG's funding through the state legislature.
- **JMG National Awards**
 - ✓ 1st place for highest graduation rate in the JAG network
 - ✓ 2nd place for the highest percent of students continuing on to post-secondary education.
- **Performance Outcomes for the class of 2002-2003**

	JAG Standard (<i>June 30, 2004</i>)	JMG Report
• Senior graduation rate	90%	95.37%
• Senior positive outcome rate	80%	86.23%
• Senior full-time placement rate	80%	87.61%
• Senior full-time jobs rate	60%	78.76%
• Senior post secondary education/training	na	44.94%
• Senior military service	na	4.86%
• Average wage at placement	na	\$7.02
• Non-senior return to school rate	70%	83.54%
• Unable to contact	less 5%	2.43%

- D. **2004 Annual Meeting Evaluations (Kathy Yankoff):** Kathy passed out copies of the evaluation results from the meeting in Livingston. Overall the meeting was given high marks with a few exceptions (a low of 5.3 and a high of 9.4 out of 10). Evaluation return rate was a bit disappointing with 61 for Day #1 and only 25 for Day #2. Kathy noted that the meeting format was changed this year to two full days with the Awards Banquet as the final event – which certainly would have an impact on folks turning in their evaluations. We need to find a way to improve on that if we keep the same format for 2005. There was some good feedback on these evaluations that will be considered as planning for next year's meeting progresses.
- E. **Update on plans for 2005 Annual Meeting (Kathy):** Kathy reported that she, Barb and Carolyn were in Glasgow the first week in August to meet with the Job Service and JSEC folks. The Cottonwood Inn will be the primary meeting site and the site of the banquet. The Monday night mixer will be at the Golf Course and Tuesday night a barbeque/picnic will be held at the Kiwanis Park out by the Ft. Peck Dam. People will have an opportunity to take tours of the Powerhouse as well as the new dinosaur museum. The host committee has suggested having karaoke as entertainment following the banquet. It would cost \$300 for the DJ. Discussion followed on the cost, which is much higher than we normally pay for entertainment. It was agreed that we would prefer to bring in some local high school or other community talent to perform that would be more in line with our budget. **ACTION:** Barb made a motion that the Board provide up to \$100 to a local community entertainment group for the banquet. Sylvia seconded. No further discussion. Motion carried.
- F. **Report on Business Services Training for JobLINC Partners (Kathy):** Kathy reported that the training went very well with a great turnout for both sessions and thanked the Board for their assistance. For new members, Kathy explained that the training was geared to Community Management Teams (CMTs) across the state. The trainer, Melanie Arthur with Greg Newton Associates in Boston, focused on tools and techniques to assist CMTs in conducting a coordinated outreach to business customers. The first session had 56 registrants and was held in Billings at the Hampton Inn the afternoon of June 7th and all day June 8th. The second session had 59 registrants and was held in Missoula at the Holiday Inn – Parkside. That session ran all day on June 10th and concluded at noon on June 11th. Every CMT was invited to send a team and all except 1 had at least one representative. The registration fee of \$15 was used for catering extras that could not be covered through the WIA funding. MSEC was the recipient of the fees and paid for those costs.

III. OLD BUSINESS:

- A. **National SHRM membership renewal (Carolyn):** The renewal for the State Coordinator's SHRM membership will be due in a few months. The cost is \$160.00. The Board has covered this cost in the past as the Department cannot pay for individual memberships. **ACTION:** Cliff made a motion to pay the membership again this year. Patty Guiberson seconded the motion. No further discussion. Motion passed.
- B. **JMG National Conference- financial support (Carolyn):** Follow-up to the request made earlier during the JMG report. **ACTION:** Barb made a motion to provide up to \$600. Patty seconded the motion. Discussion: Sylvia -Is there any reason we can't just make a check out now? After further discussion and referring to the check register the amended motion carried and a check for \$600 was made out to Lorelee Robinson. Kathy will deliver the check to Lorelee.

IV. NEW BUSINESS:

- A. **MSEC Scholarship Program (Carolyn and Barb):** The idea of establishing an MSEC scholarship has been discussed off and on for the past few years. The idea has again resurfaced – possibly as a tribute to Fred Unmack who passed away this year. Discussion followed, with a consensus of support for getting something established. If we use the local JSECs' scholarship programs and JMG as feeders, we could have the first scholarship awarded in Spring 2005. A committee consisting of Barb, Carolyn, Sylvia and Kathy will put together recommendations for the Spring Board meeting.
- B. **WSD Core Values Mugs (Kathy):** The Division has purchased a large supply of insulated coffee mugs that are inscribed with our Core Values. The mugs are given to all new employees when they attend new employee orientation. In addition, the mugs will be available for purchase by any Division employee for \$10.00. Since the Division cannot accept the money, we would rather that be a donation to the MSEC. Discussion and consensus: A resounding YES – we'll take it!
- C. **Joint Conference – MEDA/JSEC/JS Management (Kathy):** It has been suggested that we explore the possibility of holding our 2006 annual meeting in conjunction with MEDA (Montana Economic Developers Association). Our 2005 plans were too far along and the facility in Glasgow would not be able to hold both groups, so we are looking at the next year. Kathy will pursue this with help from Sylvia on the MEDA side of gathering information.
- D. **Hidden Agenda:** The date and time for the Spring Executive Board Meeting is Thursday, April 7th from 8:30 to 12:30 in Helena. Since the Legislature will be in session at that time, Kathy will secure a facility ASAP.

V. ADJOURN:

There being no other business, the meeting was adjourned at 4:00 p.m.